

**UNAPPROVED MINUTES OF THE SCHOOL BOARD
NORTHWESTERN AREA SCHOOL DISTRICT #56-7
REGULAR MEETING, SEPTEMBER 9, 2019**

The regular meeting of the Northwestern Area School Board was held on September 9, 2019, at the school in Mellette with the following present: Amy Troske, Heidi Boekelheide, Troy Grandpre, Mary Mielke and Kevin Nash. Others present: Lisa Frericks, Rich Osborn, and Ryan Bruns. All motions were passed on a unanimous vote unless otherwise indicated.

The meeting was opened by Chairman Troske with the Pledge of Allegiance to the Flag. The agenda was approved as upon a **motion** by Mielke/Boekelheide (action #20-039).

CONSIDERATION OF DISCLOSURE OF CONFLICT OF INTEREST AUTHORIZATION: None.
BOARD COMMUNICATIONS AND INTRODUCTION OF VISITORS – OPEN FORUM: None

MINUTES & FINANCIALS: **Motion** by Mielke/Nash to approve the minutes of the August 12, 2019, regular meeting without change (action 20-040). **Motion** by Boekelheide/Grandpre to approve the adjusting journal entries for and August 31, 2019 (action 20-041). **Motion** by Nash/Mielke to approve the unadjusted financial statement for August 31, 2019, and order it placed on file (action 20-042). **General Fund:** Beginning Balance \$854,996.47; Revenue: Taxes \$4,904.43; Interest \$7,392.89; Co-Curr/Student Activities \$14,411; Contributions \$149.51; Medicaid Admin \$1,209.30; Other Local Revenue \$4,741.62; County Apportionment \$3,585.15; State Revenues \$17,704; Other Federal Revenues \$5,153.78; Sales of Excess Property \$10. Expenditures: Instruction \$10,146.75; Title I \$.58; Support Services \$54,864.37; Co-Curr \$4,909.90; Ending Balance \$844,336.55. **Capital Outlay:** Beginning Balance \$1,692,832.02; Revenue: Taxes \$2,292.63; Contributions \$4,454.03. Expenditures: Instruction \$86,669.95; Support Services \$54,327.30; Co-Curricular Activities \$11,555.89, Ending Balance \$1,547,025.54. **Special Education:** Beginning Balance \$385,942.29, Revenue: Taxes \$1,193.49; Medicaid \$1,135.69. Expenditures: Instruction \$2,899.50; Administration \$933.90, Ending Balance \$384,438.07. **Food Service:** Beginning Balance \$20,784, Revenue: Sales \$25,301.40. Expenditures: Payroll \$676.08; Supplies & Services \$861.37, Ending Balance \$44,547.95. **Non-Credit Programs:** Beginning Balance (\$188.69), Revenue: Preschool Fees \$240. Expenditures: Supplies \$150.14; Ending Balance (\$98.83). **Trust & Agency:** Beginning Balance \$146,722.02; Receipts \$39,489.04; Disbursements (\$32,975.08); Ending Balance \$153,235.98. **Motion** by Boekelheide/Nash to pay the following current claims (action 20-043): **General Fund:** A-1 Sanitation, garbage 458.48; Aberdeen Chrysler, repairs 1045.96; Assoc School Boards, meeting fees 815; Bandmans Co, supplies 214.70; Bledsoe Chiropractic, bus physical 240; Blick Art, supplies 46.76; Ryan Bruns, phone & gas 627.04; Bullock Plumbing, repairs 2725.74; Burdick Bros, repairs 230.42; CBP, copy mgmt. 96.03; Jessica Cihak, fingerprint fees 20; Bill Clemens, phone 600; Cole Papers, supplies 2701.94; Dakota Assemblies, assembly 450; Dakota Supply Group, supplies 238.70; Dependable Sanitation, garbage 485.50; DCI, background check 43.25; Duenwald Transportation, repairs 1249.78; Dustex of Abdn, mops 51.50; Farm Power, supplies 111.44; Farmers Union-Chelsea, fuel/service 2505.09; Flinn, science supplies 84.80; Lisa Frericks, supplies 57.83; Nora Groft, uniform 49.93; Groton Area, entry fee 25; Hauff Mid America, sporting goods 99.55; House of Glass, glass repairs 725.38; LRC, dues 300; Mac's, supplies 83.98; Menards, supplies 890.28; MARC, supplies 205.14; Midwest Fire & Safety, annual maint 341.50; Napa Auto, parts 2.99; North Central Sp Ed Coop, services 5500; NE Supt, dues 80; Northwestern Energy, power 3563.08; NSU Band, parade fee 65; Outlaw Graphics, banners 271; Parker School, track supplies 100; Pepper & Son, music 254.38; Pierson Ford, repairs 510.89; Popplers, music 111.95; Praxair, supplies 97.65; Prepaid checks, advance pmt 6278.44; Ramada Inn, lodging 330.88; Redfield Press, publishing 100.21; Megan Rozell, subs 63.86; Runnings Supply, supplies 111.48; Jennifer Schell, gas 41.04; School Specialty, supplies 1437.93; SDHSCA, dues 100; SDHSAA, dues/fees 186; Sewer Duck, clean lines 340; Sherwin Williams, paint 44.14; Teacher Innovations, planbook subs 256.50; TMS, timeclock 63.11; Tri-State, water 57; Web, water 321.01; Worth Ave Group, iPad ins 1728. **Capital Outlay:** Automatic Building Controls, annual monitor contract 240; Bullock Plumbing, hs bathroom 5698.84; CPB, copy mgmt. 864.35; Connecting Point, networking 3001.60; Goverlan, support & coverage 220; Hauff Mid America, sporting goods 294.70; Innovative Office Solutions, chairs 3521.90; Marco Technologies, switches 16811.83; Pearson Education, textbooks 956.05; Prepaid Checks, advance pmts 4673.25; Topnotch Design, countertops 1834.57. **Special Education:** Avera St. Lukes, medical services 2291.24; Community Memorial, medical services 122.96; Kesslers, supplies 6.13; Mary Mielke, mileage 38.64; North Central Sp Ed Coop, services 14790.88; Prepaid Checks, advance pmt 76.03; Riverside Insights, testing supplies 144.20; School Specialty, supplies 34.12. **Food Service:** Ameripride, towels 250.48; Bernard Food, food 789.90; CWD, food 4747.81; Cole Paper, supplies 170.24; Dean Foods, milk 780.64; Prepaid Checks, advance pmt 85.51; US Foods, food 2310.02. **Prepaid Checks:** Julie Bjerke, referee 85; Cardmember Service, supplies 7106.63; Cash, gate boxes 600; DCI, background check 43.25; Darby Duncan, fingerprint fee 20; Troy Johnson, referee 125; Jeff Jorgenson, referee 235.04; Parkston HS, vb fees 125; Redfield School, XC fee 35; Dan Runia, referee 125; Paul Schmig, referee 125; Erin Schroeder,

referee 102.64; SD Dept of Labor, filing fee 25; US Postmaster, postage 169.60; Steve Vanheere, referee 125; Vanhatten Construction, bathroom 2000; Walmart, supplies 66.07.

AUGUST 2019 PAYROLL (including taxes and benefits): Instruction \$92,498.15; Support \$47,861.92; Student Activities \$3,706.45; Special Education \$11,688.90; Food Service \$776.88. The following were additional wages paid: Zech Clemens, student help \$793.98; Megan Clemensen, summer services \$97.02, mileage \$80.64; Moira Duncan, student help \$739.38; Dominic Kaderabek, student help \$191.10; Jessica Remily, kitchen \$42; Allison Schmitz, stipend \$100; Rachel Vincent, kitchen \$35; Rita Walter, mileage \$100.80.

REPORTS: Mr. Rich Osborn: (1) 20 students are enrolled in the cyber school (iSucceed). (2) The 9th grade students will attend the Career Here Workforce Event held at the Redfield Armory on Thursday, September 19th. (3) ASVAB testing for juniors is scheduled for September 19th from 8:30 to 11:30 a.m. (4) On October 3rd the juniors will be attending HS Planning Days in Aberdeen at NSU. (5) The MS Music Festival will be held in Mellette on October 15th. **Mr. Ryan Bruns:** (1) The August 21st staff in-service went well. Notes for the year were discussed and goals were reviewed that the Northwestern Area School Board set for the district. There was a discussion and planning on how the goals will be met. (2) Staff in-service will be held Friday, September 20th. (3) Chad Sheehan from Sheehan Solutions had an assembly for students to discuss active shooter situations on Tuesday, September 10th. (4) Thank you to Trinity Men's Club for their generous donation to our snack pack program during the months of August and September. **Mrs. Lisa Frericks:** (1) Northwestern will be having a procurement review sometime this year. (2) We are looking for extra help in the kitchen to fill in when other kitchen staff is gone.

INFORMATION AND APPROVAL ITEMS: (1) **Motion** by Mielke/Boekelheide to approve the open enrollment applications for 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14 (action 20-044). (2) **Motion** by Grandpre/Nash to approve contracts for Alana Sparling, preschool para at \$11/hour and Rachel Vincent, kitchen at \$10.50 an hour (action 20-045). (3) Accepted public school exemption certificates. (4) **Motion** by Grandpre/Mielke to approve the budget as follows: **BE IT RESOLVED** that the School Board of Northwestern Area School District 56-7, after duly considering the proposed budget and its amendments thereto, does hereby adopt its annual budget for the fiscal year July 1, 2019, through June 30, 2020. The adopted budget is as follows: General Fund (with Pension Fund contributions included): \$2,572,661; Capital Outlay \$690,500; Special Education \$364,900; Food Service \$173,400; Non-credit programs \$29,800, Student Organization Account Fund \$70,000. These figures vary from the proposed budget in the following line items: General Fund: Means of finance changes in General Fund is a decrease in cash reserve applied \$27,301; increase in State Aid \$51,301; increase in elementary programs of \$1,000; increase in secondary programs of \$25,000. **ADOPTION OF DOLLARS TO BE LEVIED; BE IT FURTHER RESOLVED THAT** the Northwestern Area School Board does hereby authorize the County Auditor to spread a tax levy upon the assessed valuation of the Northwestern Area School District as follows: General Fund: statutory limits of AG \$1.473/thousand, OO \$3.296/thousand, Non-ag \$6.821/thousand, LRP \$6.821/thousand; Capital Outlay \$671,000; Special Education \$350,800 (action 20-046). (5) **Motion** by Boekelheide/Nash to approve volunteers as follows: Doug Stahl, Donnie Stahl, Ryan Palmer, Richard Halvorson, Mike Jilek, Chad Hansen, Kody Bullock, Garret Ortmeier, Doug Duncan, Wanda Goebel, Kayla Sparling, Haley Grandpre, Beth VanderWal, Jeff VanderWal, Mary Mielke, Chris DeYoung, Brad Fischbach, Michelle Olson, Nathan Stuck, Christine Morgan, Megan Williams, Michelle Stuck, Stacey Gehring. (action 20-047). (6) **Motion** by Mielke/Nash to approve contract amendments for Kayla Mielitz advancing to BS +8, increase of \$400 and Dennis Welch, increase contract by \$1,200 to match sub driver rate (action 20-048) (7) **Motion** by Grandpre/Boekelheide to approve the procurement plan for food service (action 20-049). (8) First reading of Code of Conduct for Food Service Policy. (9) First reading of Employee Use of Networking Sites Policy.

Code of Conduct Policy – Food Service Department

Procedures: The Northwestern School District seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the following person(s) has a financial or tangible interest or benefit from a company considered for a contract. These people would include:

- Employee, officer or agent involved in the transaction,
- Any member of his or her immediate family,
- His or her partner,

- Any organization which employs or is about to employ any of the people listed above,
- Any person who has a financial or a tangible, personal benefit from the awarded business.

The officers, employees, and agents of the Agency may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Gifts of less than \$50 would be considered nominal and therefore acceptable.

Disciplinary action shall be considered as constructive action for the purpose of retaining good employees, and should, therefore, consist of the least severe action deemed necessary to accomplish this purpose. Disciplinary action will be administered on a uniform basis. Each offense must be judged on its own seriousness, with consideration given to the employee's past record, as well as the job description of the individual involved. In instances where offenses are of such serious nature as to endanger the safety of persons, property or to cause intolerable work conditions, the superintendent has the authority to suspend or dismiss an employee immediately. If the employee is suspended, it will be done without pay.

1. Oral reprimand: The business manager is responsible for maintaining the proper conduct and discipline of employees under his/her supervision. When some action is necessary, the supervisor may give the employee an oral reprimand. The supervisor will talk privately with the employee and do the following:
 - a. Review with the employee exactly what is expected of them and why.
 - b. Explain how they have not met the requirements and why their conduct is not acceptable.
 - c. Allow the employee to explain the situation and the reasons behind their actions.
 - d. Document the interview and oral reprimand. Ask the employee to initial it and keep a copy for the employees' personnel file.
2. Written Reprimand:
 - a. The business manager again will review the points covered in the oral warning that must be corrected and serve as strong warning that a change must be made within the given time frame.
 - b. Tell the employee they will receive a letter covering the significant points of the discussion.
 - c. Review the letter with the appropriate personnel management staff.
 - d. A copy of the letter will be kept in the employee's personnel file.
3. Dismissal:
 - a. A dismissal is the most serious disciplinary action and will only be taken after a careful review of the situation. The superintendent is authorized to dismiss the employee.
 - b. A written summary of the case will be prepared by the business manager and reviewed by the superintendent.
 - c. Once a decision to dismiss has been reached, the business manager will give the employee written notice of the decision to dismiss, which includes notification of the right to appeal if the employee is a permanent employee. The written Termination Notice will be signed by the superintendent.
 - d. A copy of the letter will be kept in the employee's personnel file.
4. Immediate Suspension or Dismissal: Occasions may arise where personal offenses are of such seriousness as to warrant immediate suspension or dismissal. In these instances, an employee will be suspended or dismissed immediately. When such abrupt disciplinary action is deemed necessary, the following steps will be taken by the supervisor.
 - a. The employee will be told to leave the property at once and either report back to the supervisor the following day or remain away until further notice. In extreme emergencies, the supervisor may call upon law enforcement to carry out the removal of the offending employee.
 - b. If an immediate dismissal is made, all facts leading to the dismissal must be clearly documented and understood by the supervisor. A written summary will be prepared giving the circumstances and facts which led to the dismissal and a copy filed in the employee's personnel file.
 - c. After consultation with the superintendent, official written confirmation of the discharge, suspension or other action taken will be given to the employee including the reason for the action taken.

- d. A copy of the letter will be kept in the employee's personnel file.

EMPLOYEE USE OF NETWORKING SITES POLICY:

Technology will be used to complement and foster public education. Utilization by employees must not distract from or disrupt the educational process. Proper decorum is the standard of conduct expected of a professional. That standard will apply to the use of technology and social networking sites.

The Superintendent will ensure that staff members are reminded and informed of the importance of maintaining proper decorum when using technology as well as in person.

Proscribed conduct includes:

- Improper fraternization with students.
- Listing students as friends on networking sites.
- Staff members providing private phone numbers without prior approval of the district.
- Inappropriate email or phone contact with students.
- Posting items containing inappropriate sexual content.
- Posting items exhibiting or advocating illegal use of drugs or alcohol.
- Electronic contacts with students will be through the districts property except in the case of an emergency.

All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy, in which case the messages will be copied to the athletic director and the school principal.

The administration will monitor improper use of technology, and impose sanctions including dismissal from employment. Employees have no expectation of privacy with respect to utilization of district property, nor engagement in social networking sites.

ACKNOWLEDGEMENTS:

Congratulations to the following students for making it into All State Chorus:

Soprano: Sawyer Styles; Alto: Bailey Heim - Alternate: Jessica Boekelheide; Tenor: Ben Rohr; Bass: Zeke Duncan

Congratulations to senior setter Madalyn Groft for being selected AVCA/MaxPreps Player of the Week for South Dakota.

Congratulations to our Northwestern Homecoming Royalty, King Zech Clemens & Queen Hailey Boekelheide.

The next regular meeting of the Board is scheduled for Monday, October 14, 2019 at 7:30 p.m.

The meeting was declared adjourned upon a motion by Mielke/Nash (action 20-050).

Amy Troske –Chairman

Lisa Frericks, Business Manager

I hereby certify that these minutes were e-mailed to the Redfield Press on Wednesday, September 11, 2019. Published at an approximate cost of \$_____. Lisa Frericks, Business Manager